



County of Lassen
Department of Planning and Building Services

• Planning

• Building Permits

• Code Enforcement

• Surveyor

• Surface Mining

Maurice L. Anderson, *Director*
707 Nevada Street, Suite 5
Susanville, CA 96130-3912
Phone: 530 251-8269
Fax: 530 251-8373
email: landuse@colassen.ca.us
website: www.colassen.ca.us

MANUFACTURED HOME ON A FOUNDATION

Zoning & Building
Inspection Requests
Phone: 530 257-5263

1. At the time of permit application, the following must be submitted:
 - ☐ A. Three (3) sets of CA Licensed Engineer plans for the foundation.
 - ☐ B. Two (2) copies of the setup manual.
 - ☐ C. Three copies of a plot plan.
 - ☐ D. HCD forms 433 (A) & 433 (B) (Department of Housing – attached).
 - ☐ E. Copy of the current recorded property deed.
 - ☐ F. On used units, the certificate of title and registration showing serial and HUD numbers, and any license plates or decals issued by either HCD or DMV.
 - ☐ G. If applicable, letter of consent from lienholder of mobile home or land to place mobile home on property.
 - ☐ H. On a new unit, a copy of the purchase order agreement.
 - ☐ I. Lassen County Treasurer/Tax Collector's Tax Form
 - ☐ J. Plan check deposit
 - ☐ K. Floor plan.
 - ☐ L. Type of foundation form.
 - ☐ M. Road Department Encroachment Permit Application
2. Before the Certificate of Occupancy is issued and before a HCD 433 (A) can be recorded, the following items must be submitted:
 - A) A copy of the Dealer's Report of Sale or Manufacturer's Certificate of Origin (available from Dealer after the home is delivered)
 - B) Check or money order made payable to the Lassen County Recorder in the amount of \$85.00 for recording fee.
 - C) Check or money order made payable to State of California, Dept. of Housing, in the amount of \$11.00 for each transportable section of the manufactured home (i.e., \$11.00 for single wide, \$22.00 for double wide and \$33.00 for triple wide)



SAMPLE SITE PLAN AND INSTRUCTIONS

DEPARTMENT OF PLANNING AND BUILDING SERVICES

707 Nevada Street, Suite 5 · Susanville, CA 96130-3912

(530) 251-8269 · (530) 251-8373 (fax)

www.co.lassen.ca.us

REQUIRED CONTENTS FOR SITE PLANS

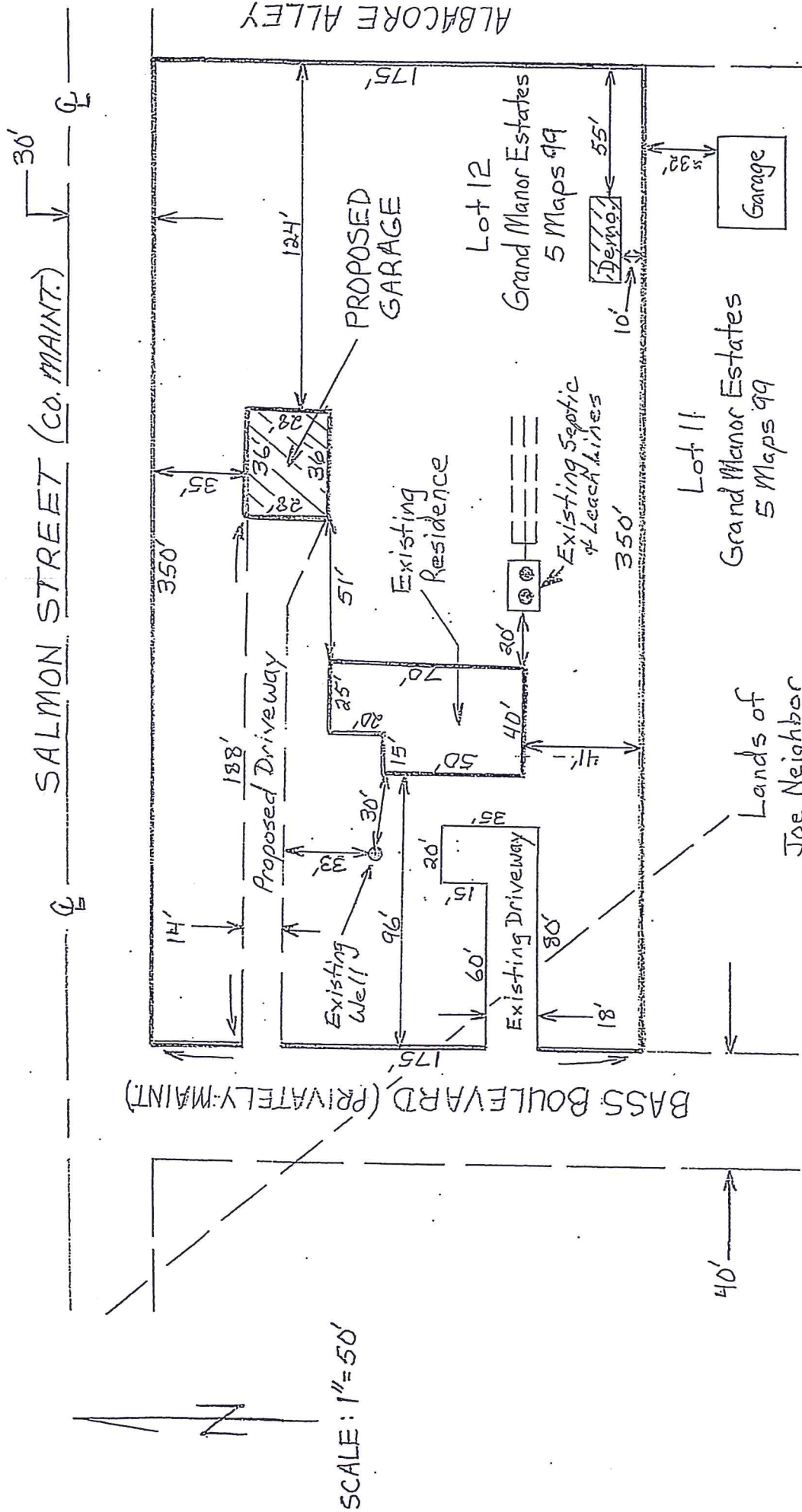
A detailed site plan, drawn to scale, must be submitted in conjunction with any development permit application. The site plan should include at a minimum the location and dimensions of the following:

- A. Detailed description of parcel location using address, landmarks, post mile markers, or any other helpful features.
- B. Setbacks from structures to property lines and distances between structures.
- C. Existing and proposed dwellings and accessory structures.
- D. Existing or proposed driveway(s), turnouts, turnarounds, and parking areas. Driveway width and length must be shown.
- E. Public or private roadways directly adjacent or leading to the parcel.
- F. Well and septic tank/leachfield or sewer lines.
- G. Any streams, drainages, or other bodies of water.
- H. Any unique physical features.

AT THE PROJECT SITE

- 1. Clearly identify the project site by posting your name or street address conspicuously at that location.
- 2. If property is unimproved and unfenced, property lines should be flagged or property corners clearly posted.

Thank you for your cooperation. This information will assist us in processing your application without delays.



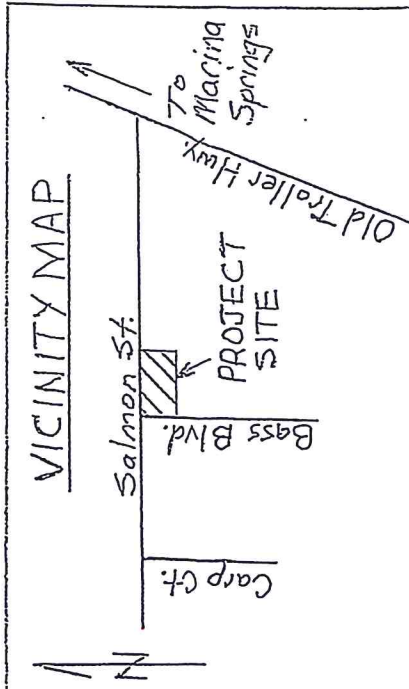
SCALE: 1" = 50'

DEMOLITION SAMPLE SITE PLAN

Lands of: Joe Homeowner
 Address: 450-123 Salmon Street
 Fishville, CA 96999
 A.P.N.: 101-350-99

Lands of
 Joe Neighbor
 A.P.N. 101-350-87

Centerline of
 25 ft. wide utility
 easement.





STATE OF CALIFORNIA
BUSINESS, TRANSPORTATION AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
MANUFACTURED HOUSING PROGRAM

THIS SPACE FOR RECORDER USE ONLY

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

NAME

ADDRESS

CITY, STATE, ZIP CODE

ONLY THE ENFORCEMENT AGENCY MAY RECORD THIS DOCUMENT

NOTICE OF MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL MODULAR –
INSTALLATION ON A FOUNDATION SYSTEM

Recording of this document by the enforcement agency indicates compliance with California Health and Safety Code Section 18551(a). This document is evidence that the enforcement agency has inspected the installation and issued a Certificate of Occupancy, form HCD 513C, for the unit described herein, upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

ALL INFORMATION BELOW MUST BE ENTERED BY THE ENFORCEMENT AGENCY

PROPERTY INFORMATION

REAL PROPERTY OWNER NAME(S)

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

INSTALLATION MAILING ADDRESS (If different)

CITY COUNTY STATE ZIP CODE

OWNER INFORMATION

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

BUILDING PERMIT NO. () TELEPHONE NUMBER

☒ EVIDENCE OF UNIT LIENHOLDER(S) RELEASE, OR CONSENT TO INSTALLATION
PROVIDED/ATTACHED – SEE REVERSE

SIGNATURE OF ENFORCEMENT AGENCY OFFICIAL DATE

DEALER INFORMATION

DEALER NAME (If not a dealer sale, write "NONE")

DEALER LICENSE NUMBER

DEALER BUSINESS ADDRESS

CITY COUNTY STATE ZIP CODE

MANUFACTURED HOME/MOBILEHOME/COMMERCIAL MODULAR UNIT DESCRIPTION

MANUFACTURER'S NAME MODEL NAME / NUMBER MANUFACTURE DATE

SERIAL NUMBER(S)

LENGTH X WIDTH CA INSIGNIA(S)/HUD LABEL NUMBER(S)

ASSESSOR'S PARCEL NUMBER HCD REGISTRATION DECAL NUMBER MCO NUMBER (New MH only)

REAL PROPERTY LEGAL DESCRIPTION

DISTRIBUTION – Original to County Recorder; One Copy to HCD; One Copy to Applicant; One Copy to Enforcement Agency

NOTICE TO ASSESSOR
HCD 433(B)

THIS FORM MUST BE COMPLETED BY THE OWNER OR AUTHORIZED AGENT OF A MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL COACH AND FORWARDED TO THE COUNTY ASSESSOR UPON COMPLETION OF THE INSTALLATION OF THE UNIT ON A FOUNDATION SYSTEM PURSUANT TO SECTION 18551 HEALTH AND SAFETY CODE.

ORIGINAL PURCHASE PRICE FOR:

1. The Basic Unit \$ _____
2. Optional Equipment & Upgrades \$ _____
3. Subtotal \$ _____
4. Accessories & Accessory Structures \$ _____
5. Other (specify) _____ \$ _____
6. Delivery & Installation \$ _____
7. TOTAL SALES PRICE \$ _____

DOES THE BASIC PRICE INCLUDE:

- The Towbar(s) ☐ Yes ☐ No
Tires & Wheels ☐ Yes ☐ No
Wheelhubs & Axles ☐ Yes ☐ No

LIST NUMBER OF ROOMS:

- Bedrooms _____
- Baths _____
- Kitchen _____
- Living Room _____
- Dining Room _____
- Family Room _____
- Utility Room _____
- Other Rooms _____

Type of Exterior Wall Covering _____
(metal, wood, etc.)

Type of Roof Covering _____
(metal, wood, composition, etc.)

Heating Type: ☐ Forced Air ☐ Floor or Wall

Air Conditioning: Tons _____ ☐ Yes ☐ No

Evaporative Cooler: _____ ☐ Yes ☐ No

Built-in Cooktop: _____ ☐ Yes ☐ No

Built-in Oven: _____ ☐ Yes ☐ No

Built-in Dishwasher: _____ ☐ Yes ☐ No

Built-in Wet Bar: _____ ☐ Yes ☐ No

Refrigerator: _____ ☐ Yes ☐ No

Roof Overhang (Eaves): _____ ☐ Yes ☐ No

Inches

Furniture Included: _____ ☐ Yes ☐ No

Value \$ _____

(LENGTH X WIDTH)

Carport: _____ ☐ Yes ☐ No

Awning: _____ ☐ Yes ☐ No

Porch: _____ ☐ Yes ☐ No

Garage: _____ ☐ Yes ☐ No

Storage Shed: _____ ☐ Yes ☐ No

Skirting: _____ ☐ Yes ☐ No

Lineal Feet

The sales price as shown does not include any amount for any in-place location.

The Assessor's Parcel Number of the installation site is _____

(Signature)

(Telephone)

(Street)

(City)

(State)

(Zip Code)

Treasurer/Tax Collector

County of Lassen



Office Hours: 8:30 a.m.-12:00 p.m.
1:00 p.m.-4:00 p.m.

Nancy Cardenas, Treasurer/Tax Collector
Lassen County Courthouse, Suite 3
220 South Lassen Street
Susanville, CA 96130-4324

Request For Taxes To Be Paid For Mobile Home Placed On Foundation

☎ 530/251-8221
FAX: 530/251-2677

Date: _____
Current Registered _____
Owner's Name: _____
Address: _____
Present Location of Mobile: _____
Assessor's Parcel Number _____
Land: _____
Mobile: _____

If mobile is being sold, the following information must be furnished:

New Owner's Name _____
Address: _____

Please note that a Certificate of Occupancy will not be issued until after the Tax Collector signs this form. After the lien date of January 1, a bond must be paid to cover the following year's taxes in full. Please contact our office with any questions.

For Tax Collector's Use Only:

Amount Due	\$ _____
Current Secured Taxes	\$ _____
Escape Assessments	\$ _____
Supplemental Taxes	\$ _____
Prior Unsecured Taxes	\$ _____
Deposit of Security (required after January 1)	\$ _____
Total Due	\$ _____

****THE 433A MUST BE RECORDED BY 12/31/____ OR A NEW FORM IS REQUIRED****

Taxes paid on _____ By: _____ Dated: _____
Deputy

NEW MOBILE HOME PLACED ON A FOUNDATION – NO TAXES DUE AT THIS TIME. A SUPPLEMENTAL BILL MAY BE FORTHCOMING.

By: _____ Dated: _____

****THE 433A MUST BE RECORDED BY 12/31/____ OR A NEW FORM IS REQUIRED****

The State of California has established the following three basic types of set-up options for the manufactured home owner to choose from. Because each foundation type has different requirements for the final paperwork, please identify which foundation system will be installed by checking one (1) of the three boxes below.

☐ Support system - foundation system utilizing blocks or metal piers (considered personal property).

☐ Permanent foundation – engineered concrete perimeter or foundation system approved by the State (considered an improvement to real property, recorded HCD 433A).

☐ Chattel system – same as permanent foundation except that it is not tied to the property for tax purposes (HCD 433A can be recorded at a later date).

Date

Printed name of Property Owner

Job Site Address

Assessor's Parcel Number

Building Permit Number

Signature of owner

Cc: Assessor's Office
File

DEPARTMENT of PUBLIC WORKS

County of Lassen



LARRY MILLAR, Director
Public Works/Transportation
County Engineer

Administration Building
707 Nevada Street, Suite 4
Susanville, CA 96130

530/251-8288
FAX: 530/251-2674
FAX: 530/251-2675

LASSEN COUNTY ROAD DEPARTMENT ENCROACHMENT PERMIT APPLICATION

NAME: _____

MAILING ADDRESS: _____

SITE ADDRESS: _____

PHONE NUMBER: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

The Public Work's Department, Road Division, will research your project to determine if an Encroachment Permit will be required.

If an Encroachment Permit will be required, the Applicant will be required to contact the Department of Public Works, 707 Nevada Street, Suite 4, Susanville, California 96130 or by calling (530) 251-8288, for the issuance of the Encroachment permit. The cost of the Encroachment Permit shall be \$100.00 for residential and \$150.00 for commercial. As detailed on the Encroachment Permit, a bond in the amount of 125% of a Contractor's Estimate for completing the work, may be required prior to the finalization of your Building Permit if the encroachment has not been installed and finalized.

Prior to the issuance of the Encroachment Permit, an on site meeting will be set-up with the Road Field Supervisor and/or the Road Maintenance Supervisor to discuss what work will be required under the Encroachment Permit.

_____ Required

_____ Not Required

Signature: _____
Road Field Supervisor